

SECRETARY OF THE YEAR AWARDS PROGRAM

PURPOSE

To annually recognize the outstanding achievements and creative efforts of ARS secretaries.

ELIGIBILITY

Nominations may be made of any ARS employee who meets the following eligibility requirements.

- 1) Must be employed by one of the following organizations or hold a secretarial or clerical position in an Area Director's Office, Area Administrative Office, or in another ARS unit where they are not eligible for consideration within their Area.
 - Office of the Administrator and Immediate Staff
 - National Program Staff
 - Administrative and Financial Management
 - National Agricultural Library
- 2) Must be classified in a secretarial or clerical position in one of the following series:
 - GS-0303 Miscellaneous Clerk and Assistant Series (only those positions that serve as a principal assistant or secondary assistant in an office)
 - GS-0312 Clerk-Stenographer and Reporter
 - GS-0318 Secretary
 - GS-0322 Clerk-Typist
 - GS-0326 Office Automation Clerical and Assistance
- 3) Must have sustained performance at the Fully Successful level or above. *Human Resources Division will confirm.*

Note: *Employees eligible for consideration in this program are ineligible for consideration in the AFM Support Awards for Excellence Program.*

SELECTION CRITERIA

Nominations must a) show evidence of achievements well beyond normal job performance during the past year and b) indicate how work performed has substantially improved the operation of an organizational unit. The following are examples of possible achievements. Achievements or accomplishments may be shown in other ways.

- *Organizational Achievement:* Employee takes the initiative to successfully reorganize office procedures, improve filing or other systems, master or promote use of new office equipment, etc. Achievement should include any activity that results in improved productivity within the work unit.
- *Skill Advancement* - Employee takes the initiative to substantially improve or acquire skills beyond job qualifications, either through individual educational pursuits or taking the lead in the enhancement of office-wide business practices or procedures. Achievement should include any personal activity the results of which are taught or shared with the work unit.
- *Person-to-Person Relationships* - Employee sets an example for others by establishing of exceptional inter- and intra-unit working relationships that assist a unit in accomplishing its mission, by training co-workers and others, and by promoting teamwork.

NOMINATION AND SELECTION PROCEDURES

Any ARS employee may submit a nomination of an eligible employee. The nomination format is attached. Nominations should clearly demonstrate how the nominee meets the criteria.

The Administrator will appoint a diverse selection committee composed of managers, customers, staff members, and the current winner of the Secretary of the Year Program. The committee will evaluate nominations and make a recommendation to the Administrator who will make the final selection.

NATURE OF RECOGNITION

The winner will receive a cash award of \$2,000 and be recognized at the Annual ARS Recognition Program in February.

ATTACHMENT

**SECRETARY OF THE YEAR
NOMINATION FORMAT**

NAME, ADDRESS, TELEPHONE NUMBER, AND E-MAIL ADDRESS:

POSITION/GRADE:

EXPERIENCE: (Dates, title, grade, organization, if obtainable)

CITATION: (25 words or less, beginning with "For . . . ")

NAME, TELEPHONE NUMBER, AND E-MAIL ADDRESS OF NOMINATOR:

JUSTIFICATION: (The justification must specifically address the selection criteria. It is important to fully describe the accomplishment, the role of the nominee, as well as the impact of the accomplishment. Separate sheets may be attached, limit of 2 pages.)